

Texas Institute for Applied Environmental Research: Assessment of Water Quality and Watershed Based Planning for Nolan Creek/South Nolan Creek (58-13-30061)
Progress Report: FY 2013 Quarter 1 covering September 1, 2012 – November 30, 2012 (submitted December 14, 2012)

TASK	DELIVERABLE	DUE DATE	DATE SUBMITTED
Contract Executed September 18, 2012			
1.2	Quarterly Progress Report FY13 Q-1 No. 1 Quarterly Progress Report FY13 Q-2 No. 2 Quarterly Progress Report FY13 Q-3 No. 3 Quarterly Progress Report FY13 Q-4 No. 4 Quarterly Progress Report FY14 Q-1 No. 5 Quarterly Progress Report FY14 Q-2 No. 6 Quarterly Progress Report FY14 Q-3 No. 7 Quarterly Progress Report FY14 Q-4 No. 8 Quarterly Progress Report FY15 Q-1 No. 9 Quarterly Progress Report FY15 Q-2 No. 10 Quarterly Progress Report FY15 Q-3 No. 11 Quarterly Progress Report FY15 Q-3 No. 12	Dec. 15, 2012 Mar. 15, 2013 Jun. 15, 2013 Sep. 15, 2013 Dec. 15, 2013 Mar. 15, 2014 Jun. 15, 2014 Sep. 15, 2014 Dec. 15, 2014 Mar. 15, 2015 Jun. 15, 2015 Sep. 15, 2015	December 14, 2012
1.3	Post-Award Meeting Post Award Meeting Minutes Quarterly Communication Minutes	Oct., 18, 2012 Dec. 15, 2012 Quarterly with QPR	Held Sep. 21, 2012 at TCEQ Offices in Austin Post-Award meeting minutes provided as Attachment 1 Post-Award meeting functioned as quarterly communication for first quarter
1.4	Annual Report Article FY13 Annual Report Article FY14 Annual Report Article FY15	Upon Request Upon Request Upon Request	
1.5	Project Coordination with EPA Meeting Summaries	Sep 30, 2014	
2.1	QAPP Planning Meeting	Oct. 18, 2012	Held in conjunction with post-award meeting on Sep. 21, 2012. Minutes provided as Attachment 1.
2.2	Draft QAPP	Nov. 16, 2013	Delayed due to delays in securing subcontract with the City of Killeen, anticipated submittal Jan. 15, 2013
2.3	Draft QAPP for Modeling	Nov. 16, 2013	Delayed due to delays in securing subcontract with the City of Killeen, anticipated submittal Jan. 15, 2013

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TASK	DELIVERABLE	DUE DATE	DATE SUBMITTED
2.4	QAPP Updates FY13 FY14	No less than 60 days prior to end of effective period	
2.5	QAPP Amendments Draft QAPP Amendments Final	As needed As needed	
2.6	Data Submittals	Mar. 15, 2013 Sep. 15, 2013 Mar. 15, 2014 Sep. 15, 2014 Mar. 15, 2015 Aug. 15, 2015	
3.1	Draft PPP Final PPP	Dec. 15, 2012 Mar. 15, 2013	Delayed due delays in securing subcontract with the City of Killeen, anticipated submittal Jan. 15, 2013
3.2 – 3.5	Stakeholder Group Development, Activities, Meetings and Project Dissemination	Quarterly	
3.6	Draft Building Partnerships – Element E, Part A Report Final Building Partner ships – Element E, Part A Report	March 15 & Sep. 15, 2013 & 2014 Aug. 15, 2015	
4.2	GIS data for watershed in shapefile or ArcGIS grid format	Nov. 15, 2013	
4.3	Draft Watershed Characterization Report Final Watershed Characterization Report	Dec. 15, 2013 March 15, 2014	
5.2	Draft Water Quality Monitoring Plan Final Water Quality Monitoring Plan	Nov. 16, 2012 Dec. 15, 2012	Delayed due to delays in securing subcontract with the City of Killeen, anticipated submittal Jan. 15, 2013 for draft and Jan. 30, 2013 for final
5.3	Source Survey Technical Report	Dec. 15, 2014	
5.5	Draft Watershed Characterization – Phase 2 Report Final Watershed Characterization – Phase 2 Report	Apr. 15, 2015 Jun. 15, 2015	

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TASK	DELIVERABLE	DUE DATE	DATE SUBMITTED
6.2	Watershed maps that identify potential cause and sources of water quality problems	Jun. 15, 2015	
6.5	Draft Watershed Characterization Phase 3 Report with Loadings	June 15, 2015	
	Final Watershed Characterization Phase 3 Report with Loadings	Jul. 15, 2015	
7.1	Define Education Goals	Mar. 15, 2013	
7.2	Identify Target Audience	Mar. 15, 2013	
7.3	Design Implementation Measures	Mar. 15, 2013	
7.4	Evaluate Education and Outreach Program FY13 FY14 FY15	Sep. 15, 2013 Sep. 15, 2014 Sept. 15, 2015	
7.5	Draft Information & Education Plan Report	Jun. 15, 2015	
	Final Information & Education Plan Report	Jul. 15, 2015	
8.1- 8.2	Draft Project Report	Jul. 15, 2015	
	Final Project Report	Aug. 15, 2015	

GENERAL COMMENTS

TASK	COMMENTS/ACTIVITIES
1. Project Administration	Project administrative duties occurred as needed including initial project meeting, development of quarterly progress reports and reimbursement requests. TIAER is finalizing a subcontractor agreement with the City of Killeen. Securing the subcontractor agreement has taken almost two months longer than anticipated and delayed some initial project activities, such as QAPPs and PPP development, but TIAER anticipates activities on these tasks progressing quickly during the next quarter. An initial personnel eligibility list (PEL) for the project is provided as Attachment 2 and, as needed, will be updated and submitted with reimbursement requests.
2. Quality Assurance	Drafts of the two project QAPPs are currently being developed. Drafts for submittal to TCEQ are anticipated by Jan. 15, 2013
3. Building Partnerships	No activity to report. Development of draft PPP delayed due to delays in securing subcontract with City of Killeen, anticipated submittal Jan. 15, 2013.
4. Watershed Characterization – Data Inventory	No activity to report
5. Watershed Characterization – Data Collection and Analysis	No activity to report. Development of monitoring plan delayed due delays in securing subcontract with the City of Killeen, anticipated submittal Jan. 15, 2013 for draft and Jan. 30, 2013 for final. Water quality review for monitoring plan development ongoing.
6. Identification of Causes and Sources of Pollution and Estimation of Pollutant Loads	No activity to report
7. Information and Education Component	No activity to report
8. Project Report	No activity to report

Attachment #1

Nolan Creek Kick Off Meeting

Date: September 21, 2012

Location: TCEQ Headquarters

Attendees:

1. Kyle Girten (Q/A)
2. Tabitha Kirkland (NPS Data Mgt)
3. Anju Chalise (Project Management)
4. Mary Liehardt (Contract Mgr)
5. Joan Flowers (Jacobs Engineering Project Manager)
6. Kristina Ramirez (City of Killeen Project Manager)
7. Anne McFarland
8. Nikki Jackson
9. Matt Brown

Activity 1- Task/Work plan Overview:

Task 2 –

City of Killeen take lead on GIS

- TCEQ will have an updated NPS shell by first week in Oct. to be included in N.C. project.
- TCEQ to send GIS QAPP example for us to follow. Anju will send to us. No data can be collected until QAPP is approved.
- Can state that GIS data source is not yet identified (ie: LULC)

Task 3 –

Anju to send PPP examples

- TIAER led dissemination and creation. City of Killeen to support and volunteer time.
- COK will post on website dissemination of project information
- Use PPP to identify period of time for meeting materials to be reviewed and approved by TCEQ prior to meetings.

Task 4 –

COK and Jacobs take lead and pull in existing program information

Task 5 –

TIAER to take lead in data review, monitoring plan, source survey development...

- Can TIAER do historical review prior to QAPP development for the monitoring plan to be included in the QAPP? Kyle indicated informal historical review would be ok.

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- TCEQ is good with using the IDEX method for bacteria. Need to check NELAC accreditation for audit purposes. Using City of Killeen lab may not meet those standards.
- Bacteria holding times may be extendable for 24 hours instead of 8 hours for this project. (This may be good for storm flow samples but not for routine due to dual purpose of sampling)
- OK to specify in QAPP will target storm sampling events during normal operating events.

Task 6 -

EPA Reviewer: Leslie RAUSCHER (schedule meeting to get to know)

ACTIVITY 2

Contract Activities

- Contract Manager Authority (p. 21) Anju and Mary have authority to make minor amendments through simple measures such as email.
- 10% of total contract or below is considered "minor" amendments
- Major amendments - cost of project, length of project, etc.
- 20.5.6 talks about indirect and gives TCEQ flexibility to make those changes without an amendment process.
- Sending PEL changes as amendment in QPRs is frequent enough

ACTIVITY 3

QAPP Meeting Specifics:

- Annual Update Review: If QAPP expires prior to update completion, project tasks under the QAPP must be put on hold. Revisions must be submitted to TCEQ 90 days in advance to expiration.
- Amendments: Be aware of minor and major amendment protocol for TCEQ projects.
- Discussed possibility of getting C of K GPS certification so Todd Adams is not the only qualified person to collect SWQMIS data points.

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Attachment #2

PERSONNEL ELIGIBILITY LIST

Provide a list of personnel (employees of the contractor) who will be designated to work on, and are eligible to charge to, the contract. This form can be recreated using your own software, but these fields are required at a minimum. Please add any special notes to ensure PEL information can be reconciled against payroll and personnel records (e.g. salaries estimated based on X, or salaries include projected pay increases). Cost estimates for fringe benefits may be added to this report in separate columns, if desired, and the benefits need to be identified.

The PEL is a contract management tool, which should be updated and submitted annually with the 1st quarter voucher. It is not necessary to resubmit the PEL for each salary change. ALL Employee changes require a new Personnel Eligibility List (PEL) to be submitted with the applicable quarter=s voucher.

Contractor: Texas Institute for Applied Environmental Research Date: 18 September 2012

Updated: 14 November 2012 for new personnel at TIAER who will be assisting with project tasks (Leah Brown, Sarah Robinson, Stephanie Painter and Kimberly Hogan).

Staff Name or Vacant	Position or Title	Date Added to PEL	Date Removed from PEL	% Time to Contract	Total Annual Salary ¹	Cost Each Fiscal Year ²
Salaried Employees						
Adams, T.	Research Associate	18Sep2012		11%	\$49,275	\$5,510
Blankenship, D.	Research Assistant	18Sep2012		8%	\$28,933	\$2,306
Brown, L.	Research Associate	14Nov2012			\$39,780	
Clary, C.	Research Associate	18Sep2012		2%	\$40,383	\$857
Hunt, V.	Technician	18Sep2012		<1%	\$27,984	\$281
Hunter, J.	Sr. Research Assistant	18Sep2012		2%	\$43,162	\$916
Jackson, N.	Sr. Project & Policy Dir.	18Sep2012		15%	\$62,296	\$9,123
Martinez, A.	Research Associate	18Sep2012		8%	\$41,288	\$3,256
McFarland, A.	Research Scientist	18Sep2012		10%	\$84,406	\$8,670
Millican, J.	Senior Research Associate	18Sep2012		9%	\$49,400	\$4,392
Murphy, M.	Lab Manager	18Sep2012		<1%	\$78,894	\$175
Painter, S.	Senior Research Associate	14Nov2012			\$45,000	
Pendergrass, D.	Senior Research Associate	18Sep2012		5%	\$48,318	\$2,319
Robinson, S.	Asst. Res. Scientist	14Nov2012			\$51,000	
Rogers, J.	Senior Analyst/Programmer	18Sep2012		4%	\$62,421	\$2,339
Stroebel, J.	Research Associate	18Sep2012		14%	\$56,181	\$7,975
Wages – Hourly Employees						
Brown, M.	Graduate Assistant	18Sep2012		6%	\$11.53/hr	\$1,440

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Easterling, N.	Research Associate	18Sep2012		2%	\$28.85/hr	\$1,362
Hogan, K.	Student Worker	14Nov2012			\$7.25/hr	
Jones, T	Sr. Research Associate	18Sep2012		1%	\$29.96/hr	\$623
Jackson, J.	Student Worker	18Sep2012		2%	\$10.00/hr	\$416
Goffinet, C.	Student Worker	18Sep2012		2%	\$10.00/hr	\$416
To be named	Student Worker	18Sep2012		2%	\$10.00/hr	\$416
Total Annual Cost (Personnel - Salaries)						\$52,792

¹ Annual salary is for fiscal year 2012. A salary increase of 3 % assumed each new fiscal year for the project's duration.

² Average annual personnel cost for project duration. Actual costs will vary by year and task activities conducted.